



OFFICE OF THE CITY ATTORNEY
CITY OF CAMDEN
NEW JERSEY

CLAIMS INSTRUCTIONS

1. Answer each question to the best of your ability, or write N/A if the question does not apply to your specific claim
2. Attach any documents that support your claim (e.g., pictures, receipt, estimates, reports, insurance endorsement page)
3. Sign the last page of the claim's form
4. Return the completed form to the Office of the City Attorney at the address below
5. The Office of the City Attorney will forward your claim to our third-party administrator, Qual-lynx, for processing
6. Please allow two (2) weeks for your claim to be processed and for you to be contacted by a representative from Qual-lynx
7. If a Qual-lynx representative has not contacted you within two (2) weeks, please call (609) 653-8400